

## COUNTY CODE NUMBERS

Adams	01	Franklin	11	Lewis	21	Snohomish	31
Asotin	02	Garfield	12	Lincoln	22	Spokane	32
Benton	03	Grant	13	Mason	23	Stevens	33
Chelan	04	Grays Harbor	14	Okanogan	24	Thurston	34
Clallam	05	Island	15	Pacific	25	Wahkiakum	35
Clark	06	Jefferson	16	Pend Oreille	26	Walla Walla	36
Columbia	07	King	17	Pierce	27	Whatcom	37
Cowlitz	08	Kitsap	18	San Juan	28	Whitman	38
Douglas	09	Kittitas	19	Skagit	29	Yakima	39
Ferry	10	Klickitat	20	Skamania	30	Other	40

### Section 1

1. **Name:** Last name, first name and middle initial.
2. **Social Security Number:** Your SSN identifies you as a contributor. If providing this information causes you concern, please provide your phone number and email address so you can be contacted by your Local Coordinator/Campaign Leader or the CFD office.
3. **Phone Number:** Your local telephone number.
4. **County Code Numbers:** Use the above table.
5. **Agency/Higher Ed Campus:** Employing state agency or institution of higher education.
6. **Division or Office:** Please identify your division or office location.
7. **Higher Education Employees:** Indicate the number of months you receive a paycheck each year.
8. **Email Address:** Your email address.

### Section 2

1. **If you are an EXISTING donor and wish to change your contribution, please check (✓) the box.**
2. **Canceling a current monthly payroll deduction:** Provide name and Social Security number in Section 1 and write cancel across Section 2. Sign and return to CFD Volunteer. The change will become effective in January unless otherwise specified on the form. Be sure to let your payroll office know of any changes as well.
3. **Charity Name (A):** Write name exactly as it appears in the Charity Guide or CFD website. You may also write in a charity not listed in the Charity Guide. If "writing in" a charity, you must provide the Tax ID number, address, and phone number (you can use <http://www.guidestar.com> to obtain this information). Charities in the CFD Guide meet eligibility rules established in WAC 240-10.
4. **Check Box to Remain Anonymous (B):** Names of employees donating by payroll deduction or personal checks payable to the CFD **will be provided to the charities** unless you mark the column indicating the donation is to be made anonymously. Charities will receive lists of donors each year.
5. **Charity Code (C):** Six-digit code that appears after the name listed in CFD Charity Guide.
6. **Payroll Deduction (D):** Please provide the amount to be given monthly to each charity listed in (A). Minimum payroll deduction is \$0.50 per pay period.
7. **One-Time Deduction (E):** Amount for each charity listed in (A) using a one-time payroll deduction.
8. **Check Contribution (F):** Amount for each of the charities listed in (A) either by separate check(s) payable directly to each charity in (A) or by one check payable to the CFD. Please also complete Section 3.
9. **Totals:** Provide totals for each type of contribution.

### Section 3

#### If Writing A Personal Check:

Check (✓) **Payable directly to Specific Charities** if your check(s) is made payable to the charity(ies) receiving your contribution (this would require a check for each separate charity); Check (✓) **Payable to the CFD for Specific Charities** if your check is made payable to the CFD and you are specifying one or more charities (one check divided among the charities as listed in Section 2); Check (✓) **Payable to CFD Non-Specified** if you would like your contribution disbursed proportionally among charities in your county of work.

### Section 4

1. **Signature:** Sign and date your form to authorize payroll deduction.
2. **Routing:** Return completed form to the person who gave it to you. The white copy is for agency volunteers; the yellow copy is sent to the Department of Personnel's Finance Office, and then to the CFD office for entry.